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Approved For Release 2003/04/29 : CIA-RDP84-00780R003500020010-3

Next 1 Page(s) In Document Exempt

Approved For Release 2003/04/29 : CIA-RDP84-00780R003500020010-3

**SECRET**

Executive Registry

8 FEB 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : CIA Emergency Planning

REFERENCES : a. Executive Director-Comptroller memo dtd  
4 November 1969 (ER 69-5488)  
b. DD/S memo dtd 18 December 1969 (DD/S 69-5504)  
(ER 69-5488/3)

1. Paragraph 13 of this memorandum contains recommendations for your approval.

2. This memorandum is in response to your request for a study of the emergency planning program. It is addressed to the requirements of the basic directives which require an emergency planning program and shows, in practical terms, what communications, housing, office and other facilities we have to satisfy those requirements; what it is costing us to maintain these facilities in terms of manpower, space and equipment; what we have that is superfluous or unnecessary; and whether the scope of the plan and facilities as developed are adequate to meet the intended purpose of a relocation plan for the Agency at its present size and level of complexity.

3. The most current policy directive on emergency preparedness is Executive Order 11490 dated October 30, 1969. In this document President Nixon reaffirmed previous instructions on the subject of emergency planning and updated specific functional guidance to some 28 departments and federal agencies. There were no significant changes from the written policy of previous administrations. As in previous issuances on this subject there was no reference to intelligence community functions or command relationships nor was CIA assigned specific emergency planning functions.

4. CIA's responsibilities for emergency planning are contained in the general section of this Executive Order on the purpose and scope of emergency planning applicable to all departments and agencies.

"The departments and agencies of the Federal Government are hereby severally charged with the duty of assuring the continuity of the Federal Government in any national emergency type situation that might confront the nation. To this end, each department and agency with essential functions, whether expressly identified in this order or not, shall develop such plans and take such actions, including but not limited to those specified in this order, as may be necessary to assure that it will be able to perform its essential functions, and

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continue as a viable part of the Federal Government, during any emergency that might conceivably occur. These include plans for maintaining the continuity of essential functions of the department or agency at the seat of government and elsewhere, through programs concerned with: (1) succession to office; (2) predelegation of emergency authority; (3) safekeeping of essential records; (4) emergency relocation sites supported by communications and required services; (5) emergency action steps; (6) alternate headquarters or command facilities; and (7) protection of Government resources, facilities, and personnel. The continuity of Government activities undertaken by the departments and agencies shall be in accordance with guidance provided by, and subject to evaluation by, the Director of the Office of Emergency Preparedness."

5. As Executive Agent for the President on emergency planning the Director of OEP is charged with the responsibility (Section 206 of Executive Order 11051) for reviewing all measures being undertaken by Federal Agencies with respect to the physical security and protection of facilities important to defense mobilization including those under the provisions of emergency preparedness assignments to such agencies and shall recommend to the President such actions as are necessary to strengthen such measures. The CIA emergency planning programs have always been, and continue to be, excluded from inspection and review functions of the Director, OEP.

6. In developing a rational program on emergency planning the Agency must distinguish between the printed word of official pronouncement and the actualities of an unstated but tangible attitude which has arisen the past few years. Congress has consistently refused to appropriate money to implement any of the proposals made by OEP or individual departments and agencies in support of a meaningful emergency relocation program. The classic illustration of this attitude was Congressional refusal to authorize the expenditure of funds for the hardening of emergency relocation sites, even after Presidential approval of a Cabinet paper urgently recommending that measure back in 1959.

7. In spite of the recent publication of a new Executive Order by President Nixon (EO 11490) reaffirming and supporting the original policy promulgated by earlier administrations, OEP as the President's executive agent for emergency preparedness has taken a passive role in implementing a meaningful national program. Meetings and conferences called by OEP have dropped sharply during the past year (none since March 1969). Planning activity remains on a status quo basis, old plans are reissued and redated but not significantly changed and there is no active direction, incentive or inducement to push ahead to seek funds and manpower for realistic emergency programs. This attitude reflects the unwritten policy inherent in the

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fundamental change in the United States Soviet Bloc relationship of the past few years, whereby the crisis atmosphere of the 1950s and early 60s has passed and we are now concentrating our efforts on lessening tension and engaging in international arms talks, strategic weapons control agreements and the like. Thus an active, elaborate, expensive emergency preparedness program would be politically unacceptable and impossible to fund.

8. To meet our emergency preparedness responsibilities of Executive Order 11490 as enumerated in the seven general program areas cited in paragraph 4 above, it is proposed that our plan be in outline form and so structured that the principle provisions of the relocation and vital records programs could be rapidly implemented. We must recognize the fact that fund and manpower limitations prohibit realistic planning for continuity of essential functions in the event of surprise thermonuclear attack. As an intelligence organization our plans should be based on the assumption that we will have sufficient advance warning to implement the logistics, personnel documentation, and vital materiel aspects of our relocation planning.

9. Of the seven program areas mentioned in Executive Order 11490 (paragraph 4 above) three are not applicable to the CIA as these programs (2, 5 and 6) are concerned with departments and agencies with large domestic regional offices or who have been assigned specific emergency action steps in the Federal Emergency Plan. The remaining four programs applicable to CIA are detailed in the attachments to this memorandum and contain recommendations for changes in our current planning posture in these programs:

- a. Tab A: Program for Emergency Succession to Key Officials.
- b. Tab B: Vital Records Program (Safekeeping of Essential Records).
- c. Tab C: Program for Emergency Relocation Sites Supported by Communications and Required Services.
- d. Tab D: Program for Protection of Government Resources, Facilities, and Personnel.

10. In conclusion we must recognize that if we go by a literal interpretation of written policy and directives on emergency planning our programs are woefully inadequate. However, if we can judge our programs in relation to the actualities of the present intentions of the President and Congress as to what portion of our national assets are to be committed to non-military emergency preparedness, then we might conclude that the present scope of CIA programs adequately meet the current intended purposes of emergency preparedness planning.

11. Assuming the Agency's liaison responsibilities with the Office of Emergency Preparedness will remain at the same low level of activity we have experienced the past 18 months and that our participation in the Interagency Emergency Preparedness Committee (IEPC) stays at its current status of relative

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inactivity, the DDS/Support Services Staff can absorb these external liaison functions. I am recommending that Mr. [ ] Deputy Chief, Support Services Staff be designated CIA Emergency Planning Officer.

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12. As described in Tab D, the Agency's most active, fully staffed, and well defined emergency preparedness program elements are those presently administered by the Office of Security in fulfilling its responsibilities for the protection of government resources, facilities, and personnel. Through the CIA Emergency Security Patrol, the Security Command Center, and a network of Building Emergency Officers (assigned by the various Directorates) the Office of Security has a variety of identifiable resources committed to emergency preparedness programs. In the past the Office of Security has shouldered the bulk of our detailed emergency planning functions working under direction of the CIA Emergency Planning Officer and in collaboration with the Building Emergency Officers in the various Directorates. With the transfer of the CIA Emergency Planning Officer functions to the DDS, my Support Services Staff will assume the overall responsibilities previously assigned to Mr. [ ] and continue to look to the Office of Security for assistance and contribution to individual program elements.

25X1

13. I request Executive Director approval of the following changes in the Emergency Planning Program:

a. The DDS/Support Services Staff assume overall responsibilities previously assigned to the CIA Emergency Planning Officer and that Mr. [ ] be designated CIA Emergency Planning Officer.

25X1

b. Continue the current level of activity in the Program for Emergency Succession of Key Officials, recognizing that certain basic aspects which detail the conditions under which succession will take place, methods of notification, tenure of authority, and indoctrination programs are lacking.

c. The current scope and level of effort devoted to the Vital Records program be maintained, reaffirming the present operating policy which charges individual organizational components having non-hard copy deposits in Vital Records with the responsibility for earmarking specialized equipment now in use in their offices for transfer to [ ] under an emergency relocation situation to insure the useability of their Vital Records deposits.

25X1

d. All emergency supplies, materiel, and equipment (excluding communications gear) not used in support of on-going [ ] activities be removed from [ ] and relocated as detailed in Tab C, page 3, thus freeing urgently needed space for current operations.

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e. The Emergency Relocation Force roster be maintained on a position and job title basis rather than the present individual name basis.

[Redacted Signature]

25X1

R. L. Bannerman  
Deputy Director  
for Support

The recommendations contained in paragraph 13 are approved:

[Redacted Signature]

L. K. White  
Executive Director-Comptroller

16 Feb 70  
Date

*Discussed in principle with  
DCI 16 Feb 70*

[Redacted Signature]

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TAB A

PROGRAM FOR EMERGENCY SUCCESSION OF KEY OFFICIALS

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## PROGRAM FOR EMERGENCY SUCCESSION OF KEY OFFICIALS

Successors to heads of departments and agencies should be designated to a minimum depth of eight at Headquarters plus five in separate locations outside of the Washington Capital area. Lists of successors should be submitted to OEP annually and updated as changes occur. The program should encompass conditions under which succession will take place, methods of notification, tenure of authority, and a training and indoctrination program for successors in the authority and the responsibility they would have should they succeed to the designated positions. The only portion of this program we have complied with is providing succession lists to the OEP. This is done by letter signed by the DCI, the most current of which was dated 23 January 1970. It is intended that the remaining portion of this program stay in its current inactive status.

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GROUP 1  
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downgrading and  
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VITAL RECORDS PROGRAM  
(Safekeeping of Essential Records)

TAB B

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70-0358  
8 FEB 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : CIA Emergency Planning

REFERENCES : a. Executive Director-Comptroller memo dtd  
4 November 1969 (ER 69-5488)  
b. DD/S memo dtd 18 December 1969 (DD/S 69-5504)  
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b. Continue the current level of activity in the Program for Emergency Succession of Key Officials, recognizing that certain basic aspects which detail the conditions under which succession will take place, methods of notification, tenure of authority, and indoctrination programs are lacking.

c. The current scope and level of effort devoted to the Vital Records program be maintained, reaffirming the present operating policy which charges individual organizational components having non-hard copy deposits in Vital Records with the responsibility for earmarking specialized equipment now in use in their offices for transfer to [ ] under an emergency relocation situation to insure the useability of their Vital Records deposits.

d. All emergency supplies, materiel, and equipment (excluding communications gear) not used in support of on-going [ ] activities be removed from [ ] and relocated as detailed in Tab C, page 3, thus freeing urgently needed space for current operations.

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c. The Emergency Relocation Force roster be maintained on a position and job title basis rather than the present individual name basis.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

The recommendations contained in paragraph 13 are approved:

LS/  
L. K. White  
Executive Director-Comptroller

6 FEB 1970

Date

*Discussed in principle with  
DCI 6 Feb 70.*

HEP/mrf (2 Feb. 1970)

Distribution:

Original - Addressee

1 - ER

~~2~~ - DDS *Subj.*

1 - Records Administration Branch

1 - SSS



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RLB

8 FEB 1970

I'm sorry I didn't  
know this had arrived  
late today

If you have a couple  
of minutes before you  
have to run for the  
car you might want  
to read & sign if OK




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Jack  
OK - a good  
paper



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70-0728

25 FEB 1970

MEMORANDUM FOR: Director of Logistics  
Director of Communications  
Director of Security  
Director of Medical Services

SUBJECT : CIA Emergency Planning

REFERENCE : Memorandum to Executive Director-Comptroller  
fr DDS-(attached) dated 3 Feb 70

1. As you know the Executive Director-Comptroller recently assigned responsibility for the overall Agency Emergency Planning function to the Deputy Director for Support. In so doing the Executive Director requested that I undertake a detailed study of the emergency planning problem in the Agency and provide him with recommendations about what we should continue to do in emergency planning and how we should do it.

2. Attached is a copy of our study as approved by the Executive Director. You will note that I have assigned overall responsibility for Emergency Planning to the Support Services Staff and have designated Mr. [redacted] as the CIA Emergency Planning Officer for purposes of external liaison with the Office of Emergency Preparedness (OEP) and the Interagency Emergency Preparedness Committee.

3. In implementing other recommendations contained in the attached study I ask that you lend your full support and assistance to the Support Services Staff. Specifically I request the Office of Logistics [redacted] to take primary action on recommendation 13d. I shall expect the Office of Security to provide assistance in the documentation aspects of an orderly conversion of the relocation force roster from the present individual name basis to a position and job title basis, and to work jointly with the Support Services Staff in revising the four Agency regulations on the various aspects of emergency planning.

(Signed) John W. Coffey

for R. L. Bannerman  
Deputy Director  
for Support

Attachment

DDS/SSS/RHW:mjk (18 Feb 70)

Distribution

Orig - O/L; 1 each other adse

2 - DDS  
2 - SSS  
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declassification

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70/S 70-0727

FILE

25 FEB 1970

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology

SUBJECT : CIA Emergency Planning

REFERENCE : Memorandum to Executive Director-Comptroller  
fr DDS-(attached) dated 3 Feb 70.

1. The CIA Emergency Planning Officer has been a part of the Office of the Director for the past several years. With the retirement of Mr. [redacted] on 1 January 1970, the Executive Director assigned responsibility for the overall Agency Emergency Planning functions to the DDS and requested that this Directorate undertake a detailed study of these functions and submit recommendations to him on what we should continue to do to meet the Agency's responsibilities in this government wide program.

2. I am attaching a copy of our study as approved by the Executive Director-Comptroller. You will note that our recommendations propose some changes in certain aspects of the program which we think represent a realistic adjustment of the Agency assets and manpower we should commit to this effort. You may want to forward this study to the Emergency Planning Officer in your Directorate and ask that he make it available to interested officers in your components.

3. My Support Services Staff will take appropriate action to implement the recommendations contained in this study. I would appreciate the cooperation of your Emergency Planning Officers and welcome their comments.

(Signed) John W. Coffey

for R. L. Bannerman  
Deputy Director  
for Support

Attachment

DDS/SSS/RHW:mjk (18 Feb 70)

Distribution

Orig - DDP; 1 each other adse

✓ - DD/S Subject w/orig of att (orig memo)

1 - DD/S Chrono

2 - SSS

cc: D/PPB